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Introduction

You can create a project folder to hold all your research and final project.

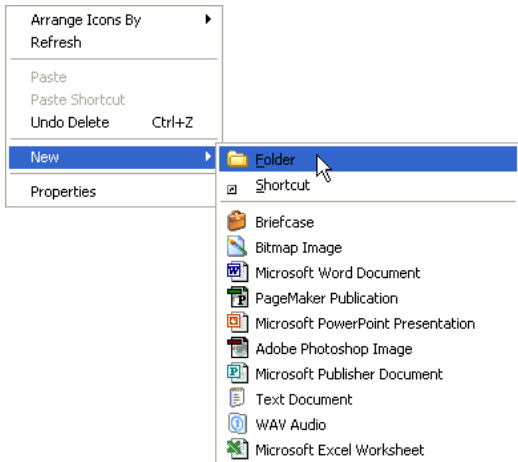
Turn on your computer.

You will see the Desktop.

Click the Desktop with the right mouse button.

You will see a menu.

Choose New, select Folder, and click the left mouse button.

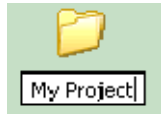


A new folder will be created on the Desktop.

The name of the folder, New Folder, will be highlighted.



Type: My Project

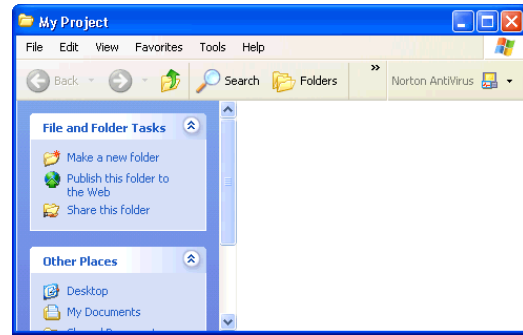


Click the Desktop away from the folder.

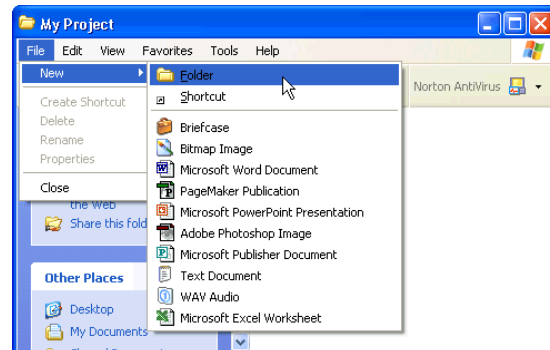


Create Sub-folders

Double-click the project folder to open it.



Go to the File menu, choose New, and select Folder.

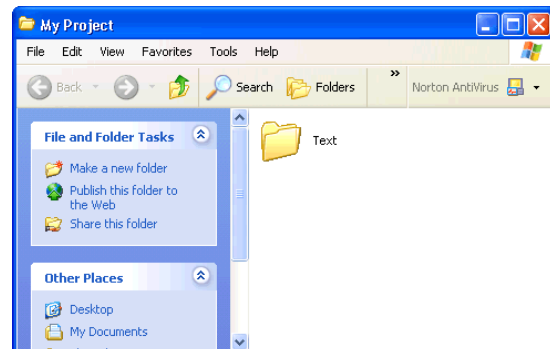


You will see a new folder in the My Project folder window.

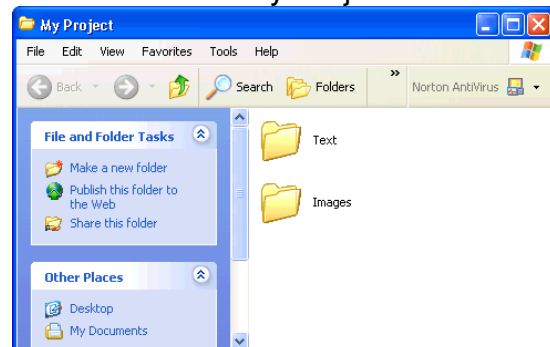
The folder name is still highlighted.

Type: Text

This will be the name for the folder.



Use the same process to create an Images folder inside the My Project folder.



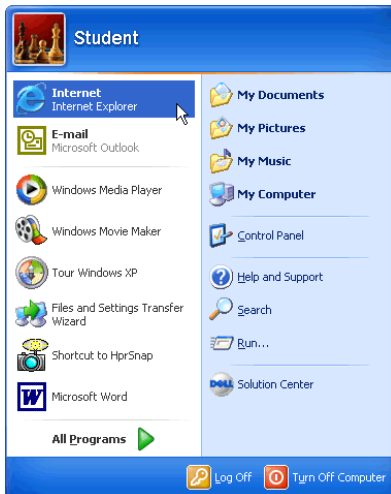
If your project will include other media, you could make a Media folder as well.

Open a Web Browser

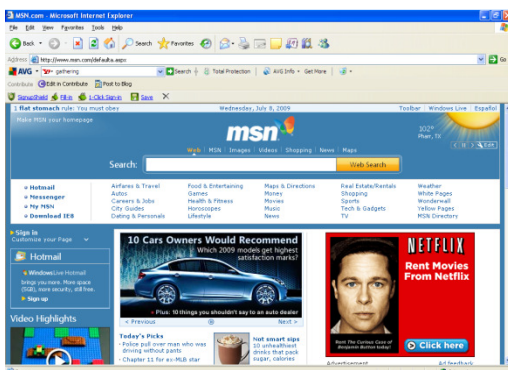
You can find research and resources for a project on the Internet. Double-click the Internet Explorer icon on the Desktop.



If you do not see an Internet Explorer icon, go to the Start menu and choose Internet Explorer from the list.



Internet Explorer will open to a default page.



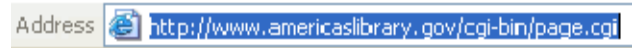
Your page will probably be different since we have different home pages set up on some of the computers.

Enter a Web Address

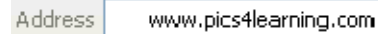
You can visit another Web page by typing the URL or Web address for that page in the

Address bar.

Click the current address in the Address bar.

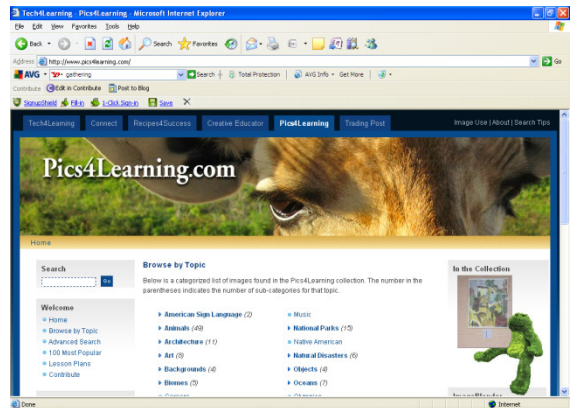


Type: www.pics4learning.com



Press the Enter key on the keyboard.

You will see the Pics4Learning home page.



If the browser did not open the Pics4Learning home page, check the URL you typed in the Address bar.

If even one letter or character is wrong, the page will not open.

Search for Images

You can search Pics4Learning for images you want to use in a project.

Click the Search field at the top right of the Pics4Learning home page.

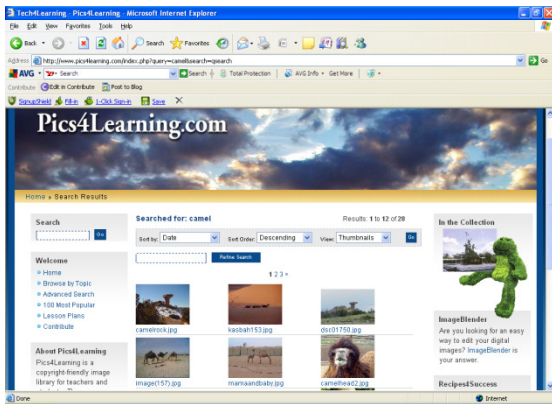
Search

Type: camel

Search

Click the Search button.

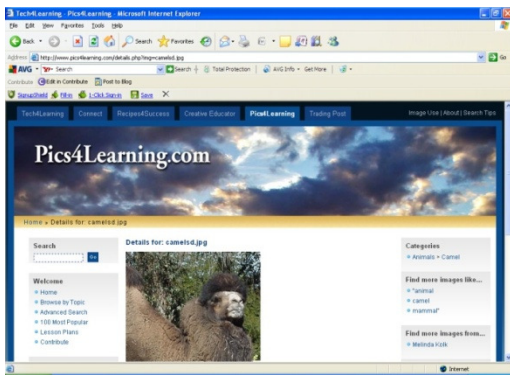
A new page will open showing thumbnails of images that match your search.



Use the scroll bar to look at all of the images of camels.

When you find one you like, click the thumbnail.

A new page will open showing the image and information about it.



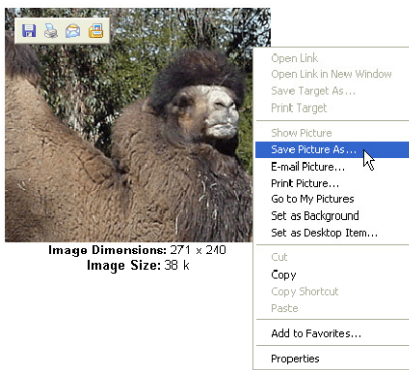
Save an Image File

You can save an image from a Web page to a folder on your computer.

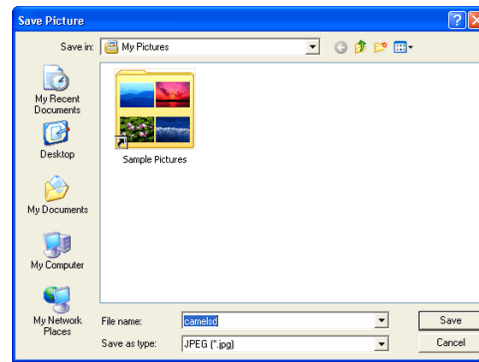
Right-click the camel image.

You will see a menu.

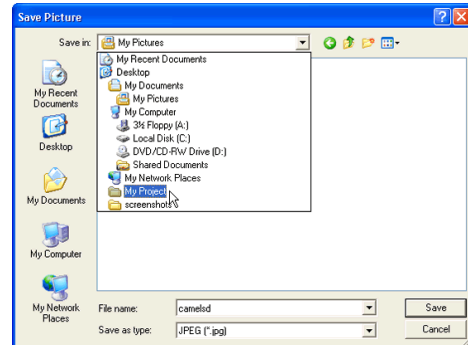
Choose Save Picture As or Save this Image as.



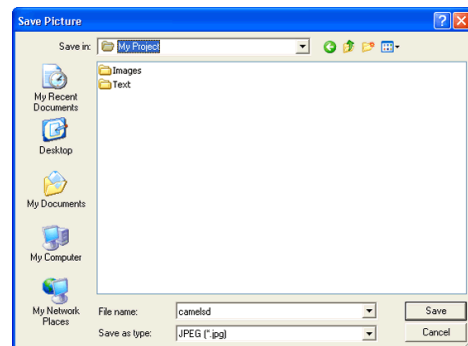
You will see the Save Picture dialog.



Use the Save in pull-down menu to choose the My Project folder on the Desktop.

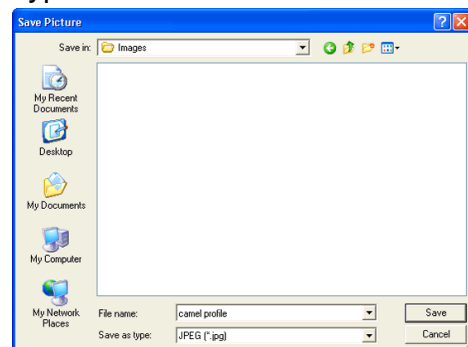


You will see the contents of the My Project folder.



Double-click the Images folder to open it.

Type a name for the file in the File name field.



Click the Save button.

The image will be saved into the Images folder on your computer.

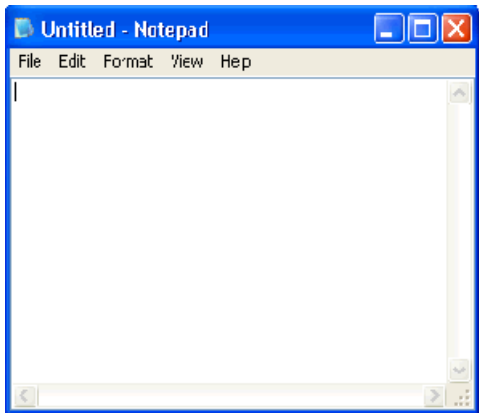
Use a Text Editor

When you use someone else's work in your project, you should cite the image in your project bibliography. You can copy and paste a citation for this image from Pics4Learning.

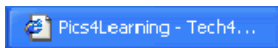
Go to the Start menu, choose All Programs, select the Accessories folder, and select Notepad.

Notepad will open.

You will see a blank Notepad document.



Click the button for the Web page on the Taskbar at the bottom of the Desktop.



Copy Text from the Web

Scroll to the bottom of the page with the camel image.

You will see text for a bibliography citation for this image.

Each image in Pics4Learning includes information about the creator of the image.

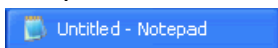
Select the text that includes the bibliographic information for the image.

To select the text, click the cursor at one end of the text and drag to the other end.

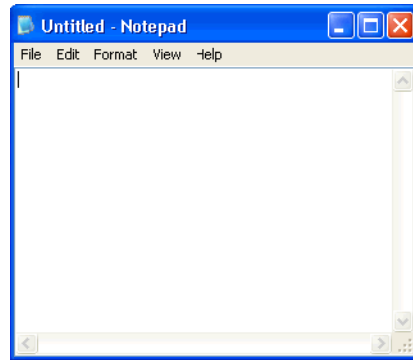
Bibliography: Kolk, Melinda. camelsd.jpg. Dec-99. Pics4Learning. 24 Dec 2002.
<<http://pics.tech4learning.com>>

Go to the Edit menu and choose Copy.

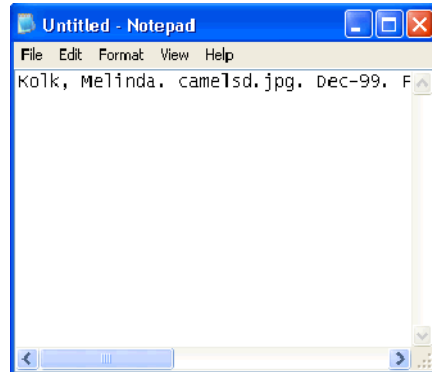
Click the Notepad button on the Taskbar to switch to Notepad.



Click inside the Notepad window.

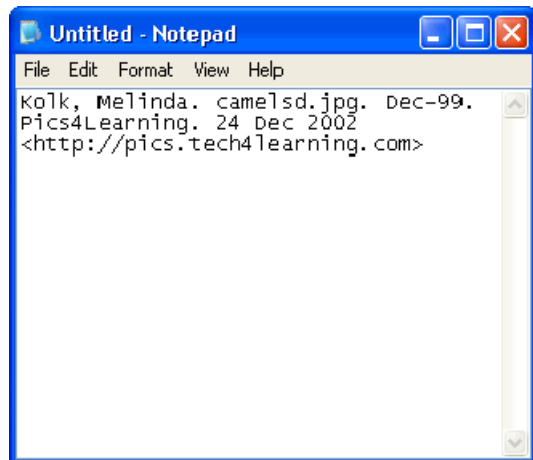


Go to the Edit menu and choose Paste. The text will be pasted in the document.



You can make the text easier to read.

Go to Format menu and choose Word Wrap.

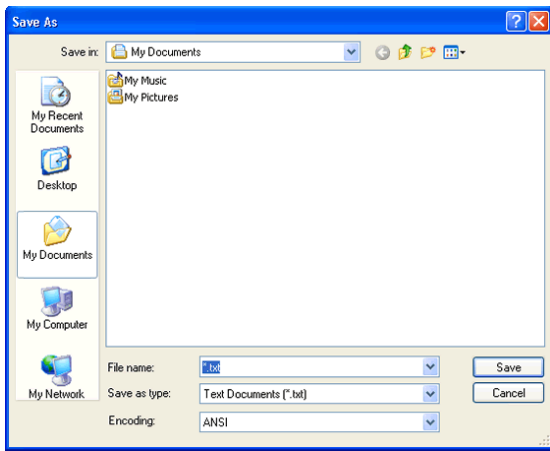


Save a Text File

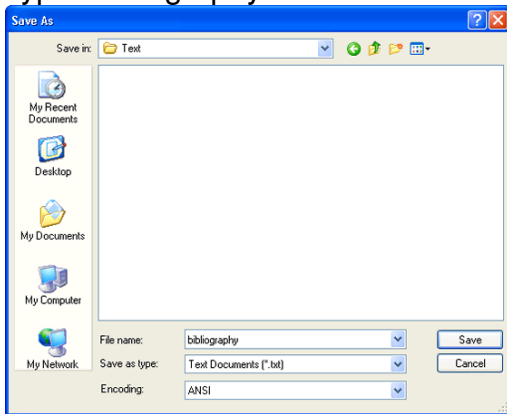
You can save your text file.

Go to the File menu and choose Save As.

You will see the Save As dialog.



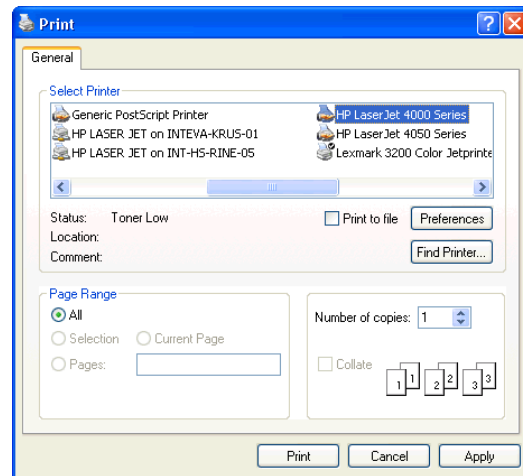
Use the Save in pull-down menu to choose the My Project folder on the computer Desktop. Then, double-click to open the Text folder. Click the File name field. Type: bibliography



Click the Save button. The image citation is now saved as a text file in the Text folder in your My Projects folder.

Print a File

You can print a copy of your bibliography. Go to the File menu and choose Print. You will see a Print dialog.



Click the Print button. Go to the File menu and choose Exit. Click the Close button to close any other open windows or applications.



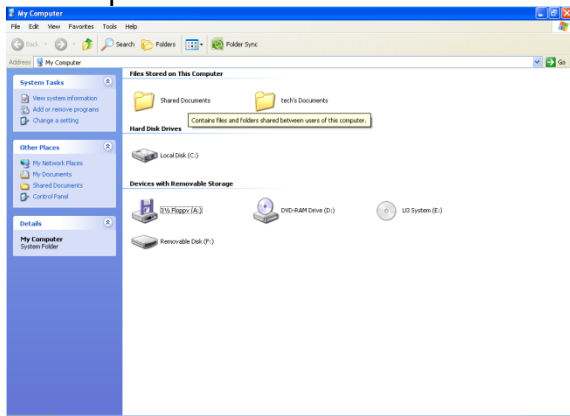
Copy Files to a Jump drive

If you are gathering research information or resources on more than one computer, you will need to take your files with you. Depending on the size of your research files, you may be able to transport your information on a jump drive. A jump drive can hold anywhere from 512MB up to 16GB of information. The files you created and saved during this tutorial will fit on a any of size jump drive if it is not full. Place your jump drive in one of the USB port. Go to the Start menu and choose My Computer.



You will see the My Computer window.

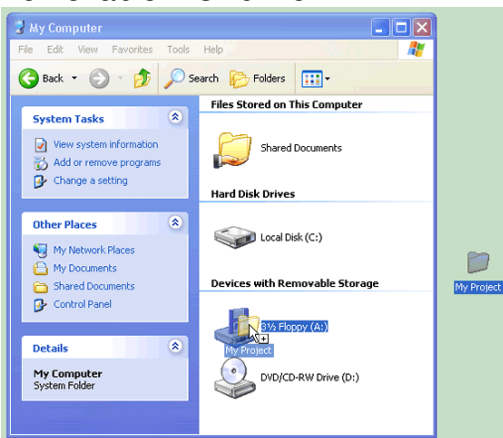
You will see the Removable Disk drive icon on a letter port.



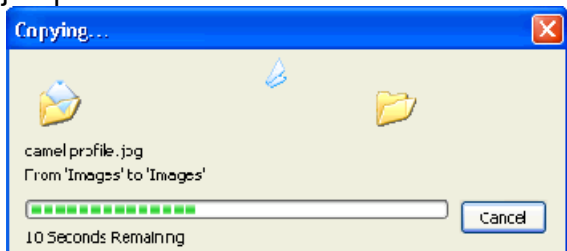
If you cannot see your My Project folder, click and drag the title bar on the window so that you can see both the My Computer window and the My Project folder.



Click and drag your My Project folder on to the Removable Disk drive.



The folder and its files will be copied onto the jump drive.



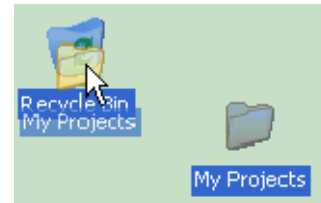
When the copying is finished, press the eject button next to the floppy drive to remove the floppy disk.

Delete Files

You can delete files using the Recycle Bin.



Click the My Projects folder and drag over the Recycle Bin.



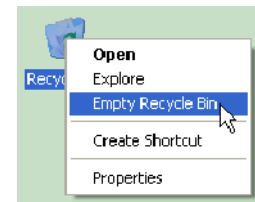
When the Recycle Bin highlights, release the mouse button.

You may see a warning dialog.

Click the Yes button to delete the files.

Empty the Recycle Bin

Right-click the Recycle Bin, select Empty Recycle Bin, and click the left mouse button.



Conclusion

Congratulations! You have just learned how to set up your computer for project work and how to copy images and text from the Internet to your computer for use in a project.

Note: These notes are a condensed part of the notes provided by Recipes4Success.

SEARCH ENGINES

These are just a few of the many search engines available. You can also use a search engine to search for ‘search engines.’

General

- [Ask.com](http://www.ask.com) (formerly Ask Jeeves) www.ask.com
- [Bing](http://www.bing.com) (formerly MSN Search and Live Search) www.bing.com
- [Google](http://www.google.com) www.google.com
- [Yahoo! Search](http://www.yahoo.com) www.yahoo.com

Business

- [Business.com](http://www.business.com)
- [GlobalSpec](http://www.global-spec.com)
- [Nexis \(Lexis Nexis\)](http://www.lexis-nexis.com)
- [Thomasnet \(United States\)](http://www.thomasnet.com)

Medical

- [GenieKnows](http://www.genieknows.com)
- [Searchmedica](http://www.searchmedica.com)
- [WebMD](http://www.webmd.com)
- [Nextbio](http://www.nextbio.com) (Life Science Search Engine)
- [VADLO](http://www.vadlo.com) (Life Sciences Search Engine)

News

- [Google News](http://www.google.com/news)
- [Daylife](http://www.daylife.com)
- [MagPortal](http://www.magportal.com)
- [Newslookup](http://www.newslookup.com)
- [Nexis \(Lexis Nexis\)](http://www.lexis-nexis.com)
- [Topix.net](http://www.topix.net)
- [Yahoo! News](http://www.yahoo.com/news)

People

- [PeekYou](http://www.peekyou.com)
- [Ex.pplode.us](http://www.explode.us)
- [InfoSpace](http://www.infospace.com)
- [Spock](http://www.spock.com)
- [Spokeo](http://www.spokey.com)
- [Wink](http://www.wink.com)
- [Zabasearch.com](http://www.zabasearch.com)
- [ZoomInfo](http://www.zoominfo.com)

WEB BROWSERS

Surfing the web is made possible by **Web browsers**. Browsers are basically software programs that allow you to search for and view various kinds of information on the Web, such as web sites, video, audio, etc. Which web browser is the best one? Well that's a matter of individual preference. How do you know which browser will work best for you? Well, they are all free to download, and so it can be a good idea to test them all if you are in doubt.

Here is a list of the most popular browsers (again remember that you can use a search engine to search for 'web browsers').

- [Microsoft's Internet Explorer](#): Most Internet users are using Internet Explorer because it's easy to use and most Web sites are written with Internet Explorer in mind, meaning that they are compatible.
- [Opera](#): Opera is another popular browser that's easy to use; however, it can have some compatibility issues with various websites.
- [Mozilla's Firefox](#): Firefox is rapidly gaining ground right behind Internet Explorer because of its tabbed browsing, superior security features, and fast load.
- Mac [Safari](#): Specifically for Mac users, but it can be used for Windows as well. Safari is an excellent choice for a Web browser, with fast load and good compatibility with most websites out there.